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2012 1953

OPM 20-580-1

PERSONNEL DIRECTOR MEMORANDUM NO. 51-53

SUBJECT: Temporary Promotions to Grades in the Supergrade Category

1. The Acting Deputy Director (Administration) has advised that certain promotions to grades in the supergrade category will be approved with the understanding that such promotions are temporary, the duration of which will be determined by the LCI, with the further understanding that the individual will revert to his permanent grade upon termination of the temporary promotion. This constitutes an interim procedure only and is subject to change.

2. In such cases the following statement will be typed under Remarks on the Standard Form 50, or Standard Form 52 used in lieu thereof:



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The Nature of Action will be shown as "Promotion (temporary)".

3. In these cases particular care will be taken to ensure that the employee copy of the Standard Form 50, Notice of Personnel Action, is routed to the individual concerned so that he will have a record of the "temporary" promotion. When the Standard Form 52 is used in lieu of the Standard Form 50 for documenting the action, a memorandum similar to the attached will be routed to the individual concerned through proper channels. A copy of the memorandum will be stapled to the Personnel Folder copy of the Standard Form 52 for inclusion in the Official Personnel Folder.

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Personnel Director

Attachment

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
X DECLASSIFIED
CLASS. CHANGED TO: TS 8 C
NEXT REVIEW DATE: _____
AUTH: HR 20-2 029725
DATE: 01 JUL 1981 REVIEWER: _____

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TO :

FROM : Personnel Director

SUBJECT: Memorandum in Lieu of Notification of Personnel Action for
Temporary Promotion to Supergrade Category

This is to advise you that effective _____ this
Office effected your temporary promotion from GS _____ to GS _____,
which official personnel action has been incorporated in your Official
Personnel Folder. Promotion to the grade indicated is temporary and
for such duration as the Director will determine. Your permanent grade
is the grade from which you are temporarily promoted.

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